

CITY OF MEMPHIS



ORACLE EMPLOYEE SELF-SERVICE TRAINING

Oct 8 – Dec 19, 2012

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HRSS Training Exercise

City Of Memphis

Oracle Self-Service Training



The screenshot shows the Oracle E-Business Suite login interface. At the top left is the 'ORACLE' logo in red, followed by 'E-Business Suite' in blue. Below this is a horizontal blue bar. Under the bar, the word 'Login' is displayed in blue. To the right of 'Login' are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Login' button. At the bottom, there is a 'TIP' icon followed by the text 'Forgot your password?'.

CMEM Employee Self-Service



Presented by CMEM Human Resources Division

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Training Objectives

After completing this training, you should be able to do the following:

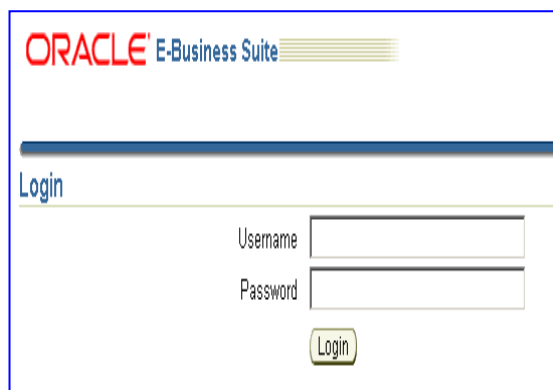
- **Understand how the Human Resources system works**
- **Learn the “Three Laws” for the new system**
- **Recognize what information can be viewed and updated**
- **Perform hands-on activities on the computer**

Benefits of the Human Resources Oracle System:

The new system will allow employees to review and update personal information.

Employees will be able to access **the new system** from any computer in the office.

Managerial employees can approve paperwork online using **the new system**

A screenshot of the Oracle E-Business Suite login interface. At the top, the text "ORACLE E-Business Suite" is displayed in red and blue. Below this is a blue horizontal bar. Under the bar, the word "Login" is written in blue. There are two input fields: "Username" and "Password". Below the "Password" field is a yellow "Login" button.

The Three Laws of Oracle Self-Service

1.

Do not use the “Internet Browser Back Button”

2.

Do not enter “Post Office Box Addresses”

3.

Managers – If an action is rejected “Enter the Reason”

Introduction to the CMEM E-Business Suite

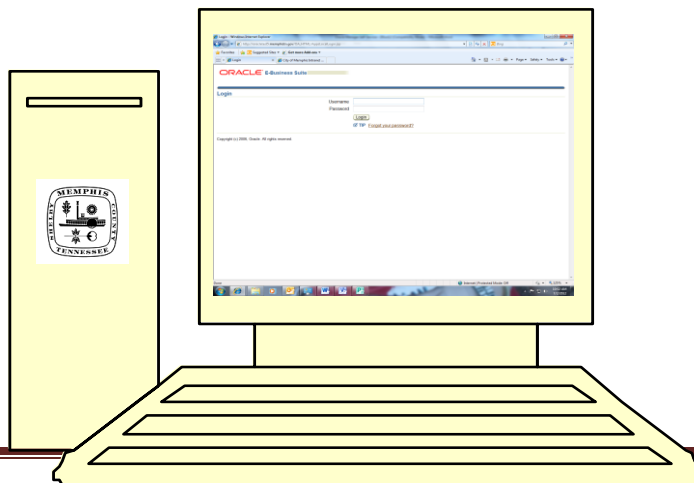
Alternative # 1: Using any CMEM computer connected to the Internet

- Go to www.memphistn.gov if applicable
- Click on the **Employee Self-Service** link

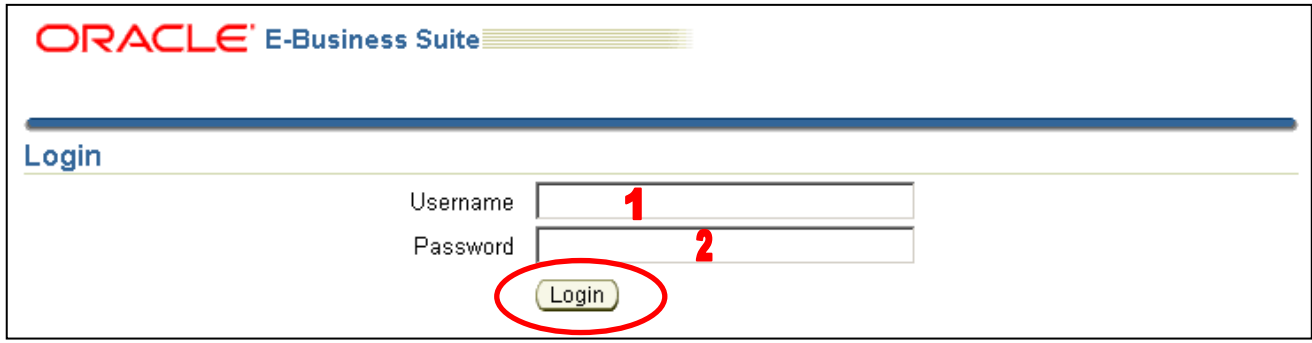


Alternative # 2: Using the Kiosks located throughout the Division.

- You are already in the Oracle Human Resources Self-Service home page.



How to Login in the System



ORACLE[®] E-Business Suite

Login

Username **1**

Password **2**

Login

- From the Login page, enter:
 1. Username
 2. Password
- Click on the **Login** button.

TRAINING PLAYGROUND

Username: Employee System Username (Jimmy.Brown)

Password: Your Oracle system login

If this is your first time or you forgot your current password, you will need to call the CMEM Service Desk 636-6100 to reset the password. Then you will need to create a new password.

Tips for creating good passwords:

- It needs to contain special characters such as @#\$%^&
- It must be at least 8 characters long.
- It must not have any common words such as 123, password, your birth date, your login name and any words that can be found in the dictionary.
- a variation of capitalization and small letters

How to Change a Password

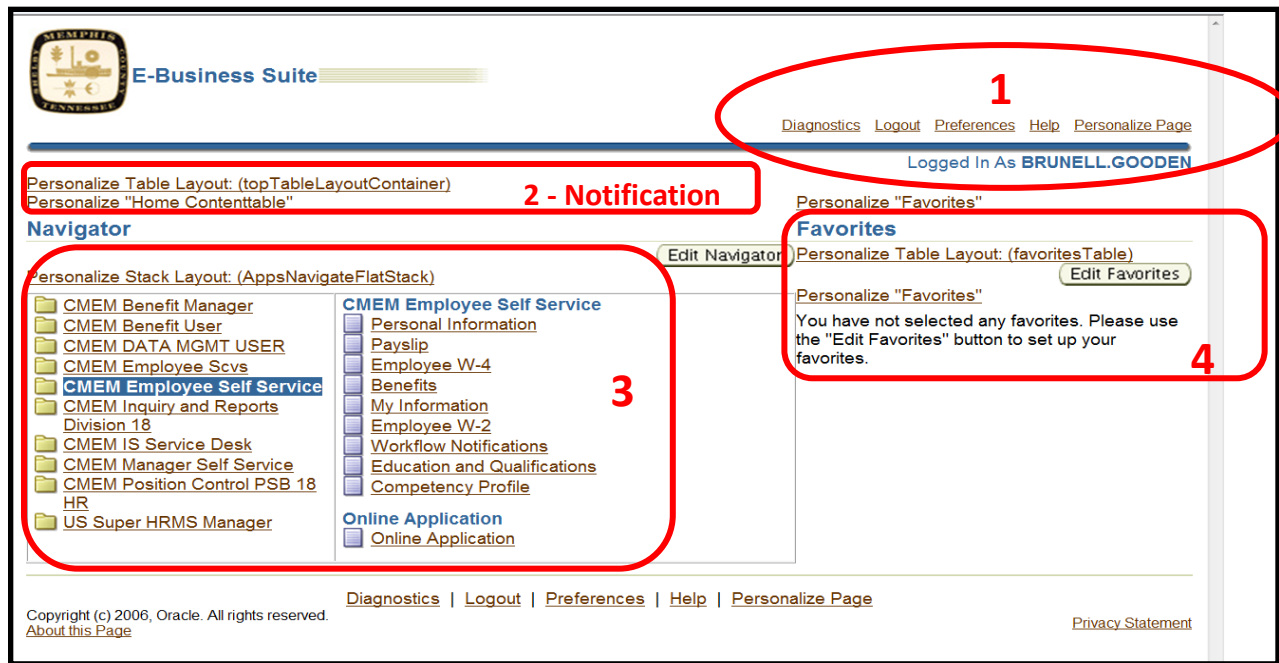
The screenshot shows the Oracle E-Business Suite 'Change Password' form. At the top is the Oracle E-Business Suite logo. Below it is a blue header bar with the text 'Change Password'. The main title 'Change Password' is displayed in blue. A note states '*Indicates Required Field'. There are three input fields: '*Current Password', '*New Password', and '*Re-enter New Password'. A tip icon (a blue checkmark) is followed by the text 'TIP Password must be at least 5 characters long.' At the bottom right are 'Cancel' and 'Apply' buttons.

1. Enter current Password
2. Enter New Password
3. Re-enter New Password
4. Click on **Apply** button

If you type the wrong password, you will be prompted to the next screen:

The screenshot shows the Oracle E-Business Suite 'Login' screen. At the top is the Oracle E-Business Suite logo. Below it is a blue header bar with the text 'Login'. A green error banner with a red 'x' icon contains the text 'Error Login failed. Please verify your login information or contact the system administrator.' Below the banner are input fields for 'Username' (containing 'JVALDEZ') and 'Password'. A 'Login' button is at the bottom right. At the bottom left, the text 'Copyright 2004 Oracle Corporation. All rights reserved.' is visible.

E-Business Suite Home Page



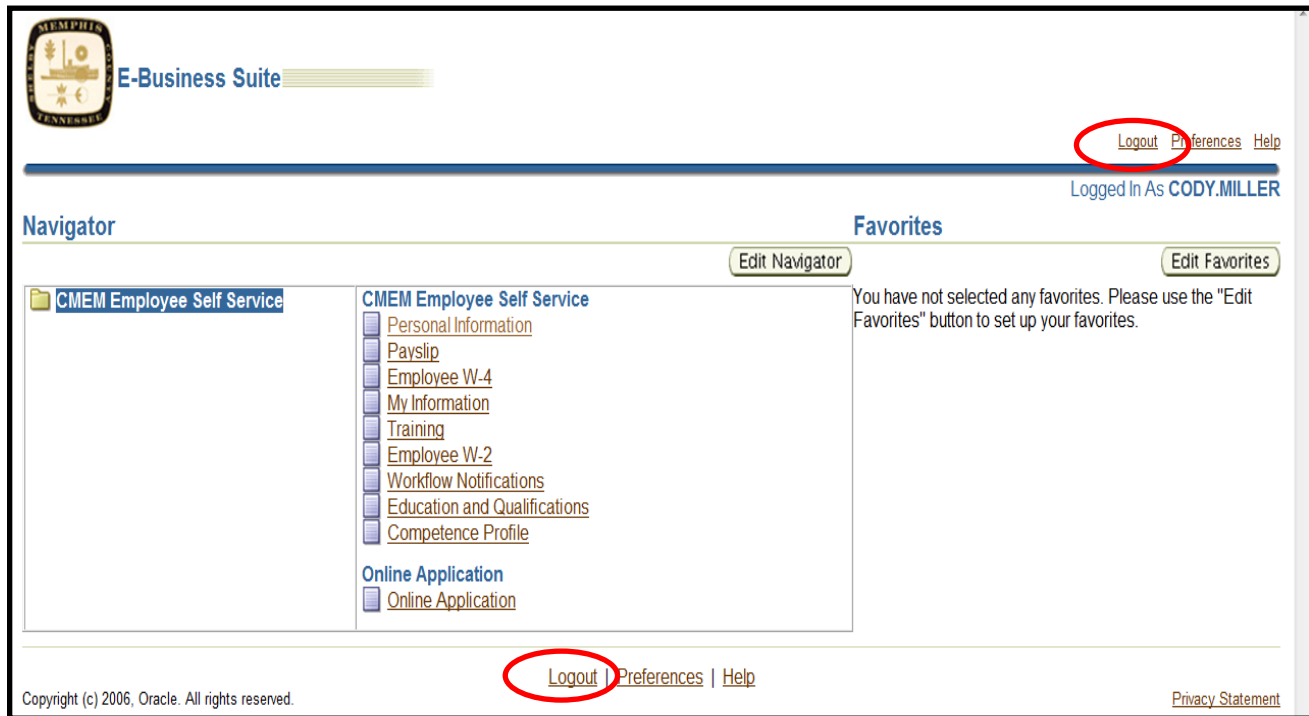
1. **Global Menu Area** – this menu appears on every page.
2. **Notification Area** – Important messages will be displayed here
3. **Navigation Area** – This is where you access the application
4. **Favorites Area** – Here you can create quick links to your favorite web pages and menus.

Law No. 1

Do not use the “internet browser” back button

How to Logout of the System:

1. From any menu, click on Logout



2. You will exit the system and return to the sign on screen.

Introduction to the CMEM E-Business Suite

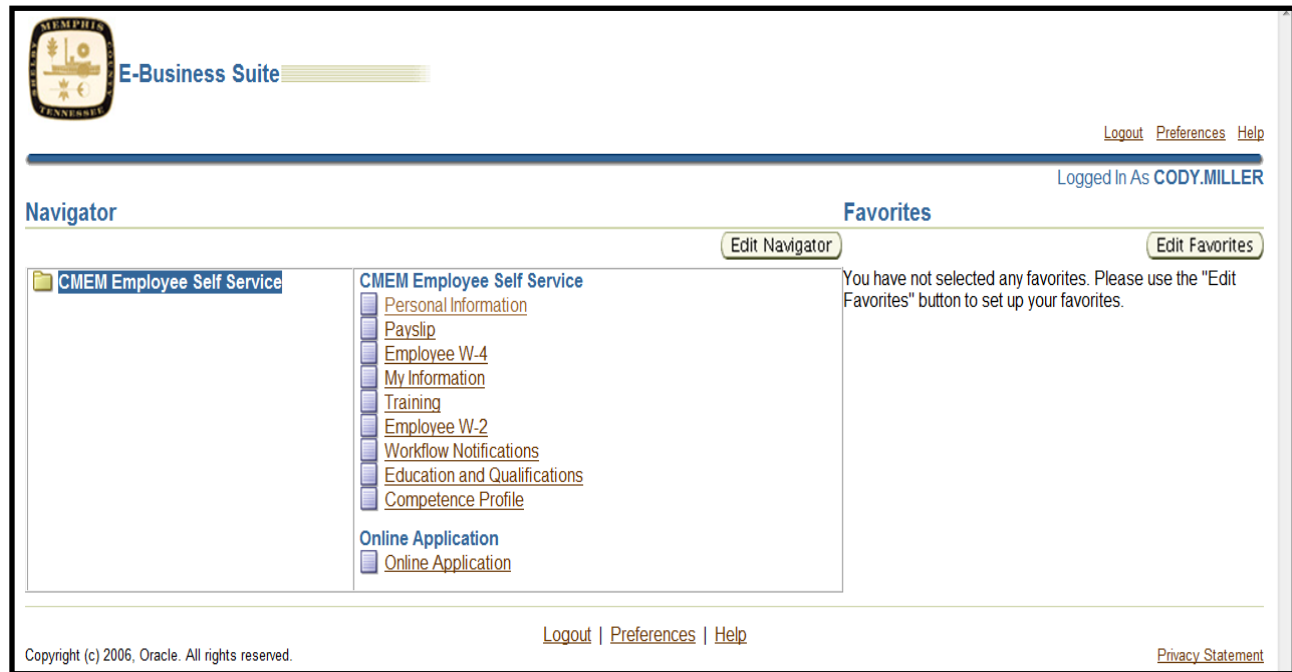
Summary

1. _____
2. _____
3. _____
4. _____
5. _____

CMEM EMPLOYEE SELF-SERVICE

Home Page

- Click on **CMEM Employee Self-Service** to view all functions



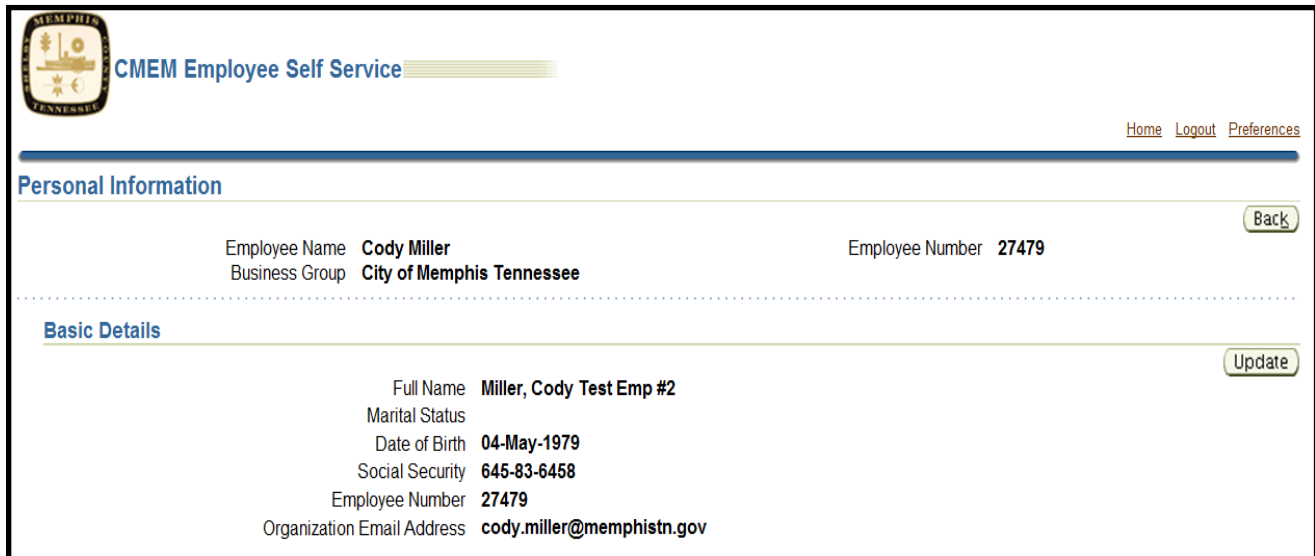
View Only	Ability to Update
<ul style="list-style-type: none">➤ Basic Detail (SSN, Date of Birth)➤ My Infoormation➤ Benefits (Except during Open Enrollment)➤ IRS Form W2➤ CMEM Pay Slip	<ul style="list-style-type: none">➤ Personal Information<ul style="list-style-type: none">❖ Basic Detail – Name❖ Basic Detail – Marital Status❖ Basic Detail – Main Address❖ Basic Detail – Emergency Contact❖ Basic Detail – Additional Contact➤ IRS Form W4➤ Competence Profile➤ Education and Qualifications

ESS1 – *Personal Information*

Law No. 2

Do not use Post Office Box addresses

1.1 - View Basic Details



The screenshot displays the CMEM Employee Self Service interface. At the top left is the Memphis Tennessee logo. To its right is the text "CMEM Employee Self Service". In the top right corner are links for "Home", "Logout", and "Preferences". Below these is a horizontal blue bar. Under the bar, the "Personal Information" section is active, showing "Employee Name: Cody Miller", "Business Group: City of Memphis Tennessee", and "Employee Number: 27479". A "Back" button is located to the right of the employee number. Below this is the "Basic Details" section, which includes "Full Name: Miller, Cody Test Emp #2", "Marital Status", "Date of Birth: 04-May-1979", "Social Security: 645-83-6458", "Employee Number: 27479", and "Organization Email Address: cody.miller@memphistn.gov". An "Update" button is positioned to the right of the full name.

Employee Name	Cody Miller	Employee Number	27479
Business Group	City of Memphis Tennessee		

Full Name	Miller, Cody Test Emp #2
Marital Status	
Date of Birth	04-May-1979
Social Security	645-83-6458
Employee Number	27479
Organization Email Address	cody.miller@memphistn.gov

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Verify if your personal information is correct.
 - Full name
 - Marital status
 - Date of birth
 - Social security
 - Employee number
 - Email address
4. Click on **Back** button


1.2 – Add/Update Phone Numbers

 **Note: This data is for testing only, No changes will affect your real data in production**

Phone Numbers

Add

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Phone Numbers** section click “**Add (for new record) & Update (for existing record)**” button.


**CMEM Employee Self Service**

Home Logout Preferences Help

Phone Numbers: Enter and Maintain

Cancel Save For Later Next

Employee Name **Cody Miller** Employee Number **27479**
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	

Add Another Row

☒ **TIP** Please enter phone number in the format: 999-999-9999


Cancel Save For Later Next

Home | Logout | Preferences | Help

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4. Click on **Add Another Row** button
5. Select **Work Cell** type from drop down list of values
6. Enter Number in text box
7. Click on “**Next**” button

Review Page

**CMEM Employee Self Service**

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Personal Information: Review

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Brunell Gooden** Employee Number **18943**

Review your changes and, if needed, attach supporting documents.

☒ Indicates Changed Items.

Phone Numbers

	Current	Proposed
Home Phone	703-969-7998	703-969-7998
Mobile	703-969-7998	703-969-7998
Pager	111-111-1111	111-111-1111
Work	703-969-7998	703-969-7998
Work Fax	703-441-8279	703-441-8279
Work Pager		222-333-4444 <input checked="" type="radio"/>

Additional Information

Attachments


To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

8. Review your proposed changes

9. Click on “Submit” button

Confirmation Page

 **Confirmation**

Your changes have been applied.

10. Click on “Return to Overview” button to confirm changes.

11. Click on “Home” Link to return to Home page.

1.3 – Update Main Address

Main Address

Update

Address Line 11393 Third Street
Address Line 2
Address Line 3
CityMemphis State Univer
StateTNTennessee
Zip Code38109
CountyShelbyShelby
Type

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Main Address** section click “**Update**” button.
4. **Note: Correction or Amendment is not permitted**

PLEASE CLICK 'NEXT' TO CONTINUE. 'CORRECT OR AMEND THIS ADDRESS' IS NOT PERMITTED.
Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.
☐ Correct or amend this address.
☒ Enter a new address if you have moved.
TIP Address change must be in compliance with City residency policy PM-14-02

CancelNext

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)
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5. Select the Enter a new address if you have moved Radio Button
6. Click on “**Next**” button
7. Enter new address

Main Address: Enter New Address

CancelSave For LaterBackNext

Employee NameCody Miller
Business GroupCity of Memphis Tennessee
Employee Number27479

Enter the date your change takes effect. Select your country and enter your address.
* Indicates required field
TIP Address change must be in compliance with City residency policy PM-14-02
TIP PLEASE DO NOT ENTER A POST OFFICE BOX OR USE SPECIAL CHARACTERS like '#' or '.' WHEN ENTERING ADDRESS.
* Effective Date23-Aug-2012
TypePrimary Home Country Address
CountryUnited States
* Address Line 11234 Nowhere Road
Address Line 2
Address Line 3
* CityGermantown
StateTNTennessee
* Zip Code38183
CountyShelby
Address Compliance AcknowledgementYes
TIP PLEASE SELECT 'Yes' TO ACKNOWLEDGE THIS ADDRESS CHANGE IS IN COMPLIANCE WITH CITY OF MEMPHIS POLICY

CancelSave For LaterBackNext

8. Click [Tab] on the keyboard or on the flashlight icon  in order to search for your city name from list of values

Search and Select: City Cancel Select

Search
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By City germantown% Go

Results

Select	Quick Select	City	State	Zip Code	County
<input type="radio"/>		Germantown	CT	06810 - 06814	Fairfield
<input type="radio"/>		Germantown	CT	06816 - 06817	Fairfield
<input type="radio"/>		Germantown	WI	53022 - 53022	Washington
<input checked="" type="radio"/>		Germantown	TN	38183 - 38183	Shelby
<input type="radio"/>		Germantown	TN	38138 - 38139	Shelby

Previous 1-10 Next 10

9. Select the proper city and zip code by clicking the radio button. Then click on the “Select” button.

10. Click on “Next” button

11. You are prompted to a review page.

Personal Information: Review Cancel Printable Page Save For Later Back Submit

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Cody Miller** Employee Number **27479**
Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.
 Indicates Changed Items.

Main Address

	Current	Proposed
Effective Date	20-Aug-2012	23-Aug-2012
Country	United States	United States
Address Line 1	1393 Third Street	1234 Nowhere Road
City	Memphis State Univer	Germantown
State	TN	TN
Zip Code	38109	38183
County	Shelby	Shelby
Address Compliance Acknowledgement		Yes

Additional Information

Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None Add

12. Review your proposed changes

13. Click on “Submit” button

Confirmation
Your changes have been applied.

Return to Overview

14. Click on “Return to Overview” button to view your changes

15. Click on “Home” link to return to home page

1.4 – Emergency Contact

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Emergency Contacts** section click on “**Update or Add**” button if no contact is listed

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

[Add](#)

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile Pager
	No results found.					

[Back](#)

[Home](#) | [Logout](#) | [Preferences](#)

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4. Click “**Add**” (**Note:** do not select from the list if entering a new contact)

Existing Contacts: Choose

[Cancel](#) [Continue](#)

Employee Name **Cody Miller** Employee Number **27479**
Organization Email Address cody.miller@memphistn.gov Business Group **City of Memphis Tennessee**

Use this page to select and update an existing contact, or enter a new contact. To enter a new contact, click Continue without selecting an existing contact from the list.

Select	Name	Relationship	Primary Contact
<input type="radio"/>	Miller, Jack	Foster Child	No
<input type="radio"/>	Miller, Walk	Legal Custody Child	No

[Cancel](#) [Continue](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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5. Click “**Continue**”
6. Input required information (indicated by an asterisk (*) in the fields)
 - First and Last name (middle name optional)
 - Relationship
 - Effective Date
7. Click if this person will be your primary contact
8. Add a phone number
9. Click “**Add Another Row**” if necessary
10. Click “**Next**”

Emergency Contact: Create

Employee Name **Cody Miller**
Business Group **City of Memphis Tennessee**

Employee Number **27479**

[Cancel](#)

[Save For Later](#)

[Next](#)

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.

* Indicates required field

General Information

Title **Mr.**
* First Name **Willie**
Middle Name
* Last Name **Miller**
Suffix
Prefix
Email Address **willie.miller@yahoo.com**
* Relationship **Parent/Father**
* Effective Date **23-Aug-2012**
(example: 23-Aug-2012)
☒ Primary Contact

Main Address

☒ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home Phone	901-987-1234	
Add Another Row		

☒ **TIP** Please enter phone number in the format: 999-999-9999

[Cancel](#)

[Save For Later](#)

[Next](#)

11. Review your changes/updates

Personal Information: Review

[Cancel](#)

[Printable Page](#)

[Save For Later](#)

[Back](#)

[Submit](#)

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Cody Miller**
Business Group **City of Memphis Tennessee**

Employee Number **27479**

Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

Maintain Contact

Contact

Proposed	
Relationship Type	Parent/Father
Title	Mr.
First Name	Willie
Last Name	Miller
Email Address	willie.miller@yahoo.com
Primary Contact	Yes
Relationship Began On	23-Aug-2012
Emergency Contact	Yes
Resides With Me	Yes

Phone

Proposed	
Home Phone	901-987-1234

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

Comments to Approver

12. Click "Submit"

Confirmation

Your changes have been submitted for approval.

[Return to Overview](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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13. The updated changes will be placed in a **View Pending for Approval** hold status when you return to the Home Page

14. Updated Emergency Contact will be updated with additional selection options (**Update, Remove & Add**)

Main Address

[View Pending Approval](#)

Address Line 1 **1393 Third Street**
 Address Line 2
 Address Line 3
 City **Memphis State Univer**
 State **TN**
 Tennessee
 Zip Code **38109**
 County **Shelby**
 Shelby
 Type

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: [Update](#) [Remove](#) | [Add](#)

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
<input checked="" type="radio"/>	Miller, Mr. Willie	Parent/Father	Yes	901-987-1234			

[Back](#)

1.5 – Additional Contacts

1. Click on CMEM Employee Self Service
2. Click on Personal Information
3. Under the Select Emergency Contact click the “**Add**” button, and then “**Continue**”
4. Input the new contact information
5. Enter information in the fields
 - First Name
 - Middle Initial
 - Last Name
 - Email Address
 - Relationship
 - Relationship Start Date

Note: You can enter any number of contacts but only **one (1)** can be your “**Primary Contact**”

6. Uncheck the box “Use my address for this person” if the person has another address

- Enter contact new address information

*** Remember DO NOT TYPE State, Zip Code and County; this data is auto populated ***

7. Click “Next” or “Save for Later”

Emergency Contact: Create

Employee Name **Cody Miller** Employee Number **27479**
Business Group **City of Memphis Tennessee**

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.

* Indicates required field

General Information

Title **Miss**

* First Name **Jackie**

Middle Name

* Last Name **Joyner**

Suffix

Prefix

Email Address **JJ@track&field.com**

* Relationship **Sister**

* Effective Date **23-Aug-2012**
(example: 23-Aug-2012)

☐ Primary Contact

Main Address

☒ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home Phone	901-737-9878	

[Add Another Row](#)

☒ TIP Please enter phone number in the format: 999-999-9999

[Cancel](#) [Save For Later](#) [Next](#)

8. Review your changes/updates on the review page

9. Click “Submit”

Confirmation

Your changes have been submitted for approval.

[Return to Overview](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)


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10. Click “Return to Overview” to return to Home Page

ESS2 – My Information

2.1 – View My Information

1. Click on **CMEM Employee Self Service**
2. Click on **My Information**

**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Miller, Cody Test Emp #2

The following section displays the summary as of today's date.

Effective Date **21-Aug-2012**

Assignment Number	27479	Assignment Start Date	20-Aug-2012
Assignment End Date		Job	Technician
Department	151801-Animal Shelter	Location	158141-PKS Animal Shelter
Manager	Zench, John Test Emp #3	Email Address	cody.miller@memphistn.gov
Salary	25,724.92 US Dollar	Performance Rating	
Performance Review Date		Years of Service	0
Total Training Days	0	Applications Exist?	No

Employment **Salary**

The following section displays detailed historical information through today's date.

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job	Grade	Department	Location	Assignment Category	Email Address
▶ Show	27479	20-Aug-2012		Yes	Technician		151801-Animal Shelter	158141-PKS Animal Shelter	Regular	cody.miller@memphistn.gov

Employment **Salary**

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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3. Click on **“Salary Tab”**
4. Click **“Home”** to return to home page

ESS3 – Benefits

3.1 – View Benefits Enrollment

1. Click on **CMEM Employee Self Service**
2. Click on **Benefits Enrollment**

Note: CMEM Benefits update features are not permitted outside of the Open Enrollment period

**CMEM Employee Self Service**[Home](#) [Logout](#) [Preferences](#) [Help](#)

Benefits Enrollment **Current Benefits**

Benefit Enrollments

Name **Cody Miller**Program **Active**
Event Name **NEW HIRE**Enrollment Period **20-AUG-2012 - 19-SEP-2012**[View Current Benefits](#)

Information
You may not enroll or change your benefits at this time.
You can only enroll or change your benefits during an enrollment period, such as annual enrollment, or after a life event, such as marriage, a new child, or relocation.
[View Current Benefits](#)

[Benefits Enrollment](#) | [Current Benefits](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)
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3.2 – View Current Benefits

1. Click on View Current Benefits tab or button

Verify your **Current Benefits - Covered Dependents - Beneficiaries**

**CMEM Employee Self Service**[Home](#) [Logout](#) [Preferences](#) [Help](#)

Benefits Enrollment **Current Benefits**

Current Benefits

Name **Cody Miller**Program **Active**

Please show me the benefits as of [Go](#)

Benefit Selections
Note: Please refer to your pay check for Pension Plan Contribution.

Plan	Option	Coverage Start Date	Coverage	Employee - PreTax Cost	Employee - PostTax Cost
Medical - City of Memphis Premier Pre-Tax	Family	01-Oct-2012		151.87	0.00
Dental - Dental Premier Pre-Tax	Family	01-Oct-2012		44.36	0.00
Vision - Vision Pre-Tax	Family	01-Oct-2012		7.94	0.00
Life Insurance (For You) - Life Employee Contr Pre-Tax		01-Oct-2012	38,600.00	2.38	0.00
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Oct-2012	10,000.00	1.07	0.00
Death Benefits Free (For You) - Death Benefit		01-Oct-2012	10,000.00	0.00	0.00
Disability - Long Term Disability		20-Aug-2012	1,286.25	0.00	0.00
Disability - Short Term Disability		01-Oct-2012	296.83	0.00	2.97
Pension - Pension Selections Overview Table	2012 General Pension	20-Aug-2012		0.00	0.00
Beneficiary Only - Final Pay Beneficiary		01-Oct-2012		0.00	0.00
Total				207.62	2.97

View Covered Dependents

Covered Dependents

Plan	Option	Coverage Start Date	Dependent	Relationship	Social Security Number
Medical - City of Memphis Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Dental - Dental Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Vision - Vision Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009

View Beneficiaries

Beneficiaries

Plan	Option	Beneficiary	Relationship	Social Security Number	Primary %	Contingent %
Life Insurance (For You) - Life Employee Contr Pre-Tax		Walk Miller	Legal Custody Child	901-10-1009	100	0
Life Insurance (For Your Spouse and Dependents) - Life Dep		Cody Miller	Self	645-83-6458	100	0
Death Benefits Free (For You) - Death Benefit		Jack Miller	Foster Child	234-45-6789	100	0
Beneficiary Only - Final Pay Beneficiary		Employee's Own Trust	Third Party		100	0

[Benefits Enrollment](#) | [Current Benefits](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)


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- Click on the **“Home”** button when completed viewing

ESS4 – Employee Tax Form W2

Note: CMEM Form W-2 and Tax Statement features are not permitted. Forms will be mailed.

 **CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Form W-2 Wage and Tax Statement: 2007 W2 Wage & Tax Statements will be dispatched via U.S. Postal Service.

Employee Name	Cody Miller	Employee Number	27479
Organization Email Address	cody.miller@memphistn.gov	Business Group	City of Memphis Tennessee

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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ESS5 – Employee Tax Form W4

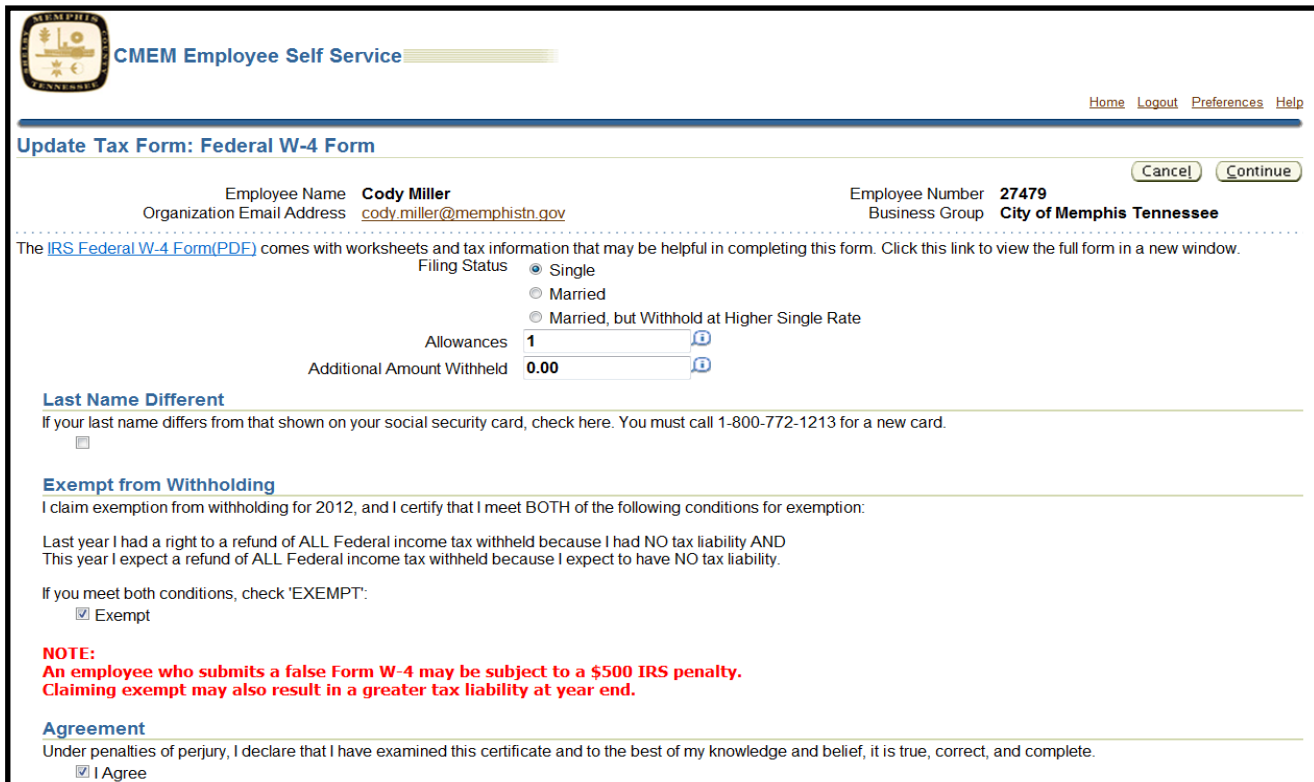
5.1 – Update

1. Click on CMEM Employee Self Service responsibility
2. Click on Employee W-4
3. Verify the data on this Federal form before making changes



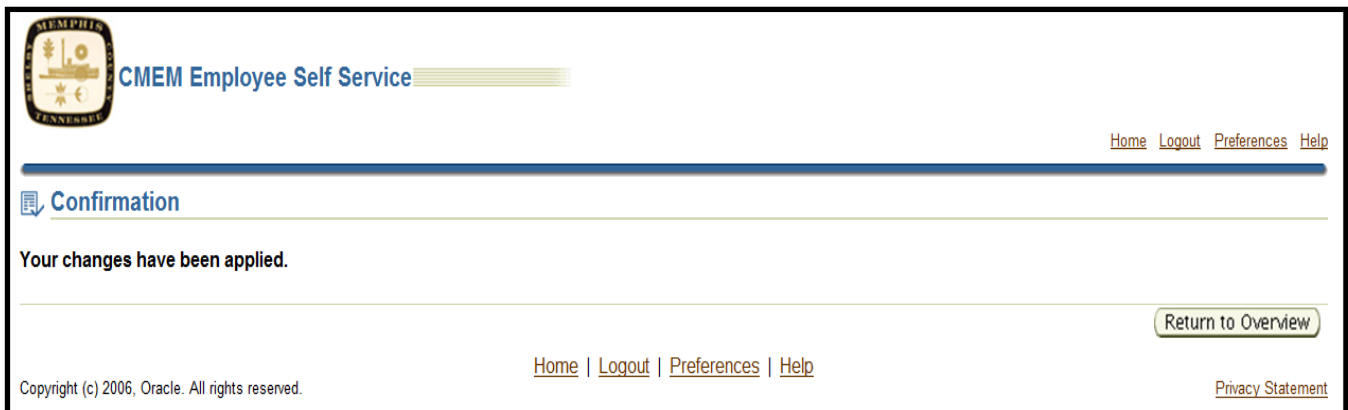
The screenshot shows the 'CMEM Employee Self Service' interface. At the top, there's a header with the CMEM logo and navigation links: Home, Logout, Preferences, Help. Below the header, the 'Tax Form' section displays employee information: Employee Name (Cody Miller), Organization Email Address (cody.miller@memphistn.gov), Employee Number (27479), and Business Group (City of Memphis Tennessee). A message states: 'Use these pages to view or modify tax withholding information.' Below this, there's a 'Federal Information' section with a 'Federal W-4 Form' link. The form fields show: Filing Status (Single), Allowances (1), Additional Amount Withheld (0.00), and FIT Exempt (No). An 'Update' button is visible. At the bottom, there's a 'State Information' section and a footer with copyright information and a Privacy Statement link.

4. Click on Update button to make changes



The screenshot shows the 'Update Tax Form: Federal W-4 Form' page. At the top, there's a header with the CMEM logo and navigation links: Home, Logout, Preferences, Help. Below the header, the 'Update Tax Form: Federal W-4 Form' section displays employee information: Employee Name (Cody Miller), Organization Email Address (cody.miller@memphistn.gov), Employee Number (27479), and Business Group (City of Memphis Tennessee). A message states: 'The IRS Federal W-4 Form(PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.' Below this, there's a 'Filing Status' section with radio buttons for Single, Married, and Married, but Withhold at Higher Single Rate. The 'Allowances' field shows 1, and the 'Additional Amount Withheld' field shows 0.00. There's a 'Last Name Different' section with a checkbox and a note: 'If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.' Below this, there's an 'Exempt from Withholding' section with a checkbox and a note: 'I claim exemption from withholding for 2012, and I certify that I meet BOTH of the following conditions for exemption: Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability. If you meet both conditions, check 'EXEMPT':' with a checkbox for Exempt. A 'NOTE' states: 'An employee who submits a false Form W-4 may be subject to a \$500 IRS penalty. Claiming exempt may also result in a greater tax liability at year end.' Below this, there's an 'Agreement' section with a checkbox for I Agree.

5. To change your **Filing Status**, click on the appropriate radio button
6. To change the number of **Allowances**, enter an appropriate number
7. To have an **Additional Amount With-held**, enter an appropriate amount
8. You must select the “**I Agree**” checkbox.
9. Click “**Continue**”
10. Review the changes
11. Click “**Submit**”
12. Click on **Return to Overview** to view changes



The screenshot shows the 'Confirmation' page of the CMEM Employee Self Service portal. At the top left is the Memphis Tennessee logo. To its right is the text 'CMEM Employee Self Service'. In the top right corner are links for 'Home', 'Logout', 'Preferences', and 'Help'. Below the header is a blue horizontal bar. Underneath this bar, the word 'Confirmation' is displayed in blue. The main content area states 'Your changes have been applied.' At the bottom right of this area is a button labeled 'Return to Overview'. The footer contains the copyright notice 'Copyright (c) 2006, Oracle. All rights reserved.' on the left, and links for 'Home', 'Logout', 'Preferences', 'Help', and 'Privacy Statement' on the right.

5.2 – Exempt Status

1. Click on CMEM Employee Self Service responsibility
2. Click on Tax Form
3. Click on Update button to make changes
4. To change your status to exempt select the “**Exempt**” check box

Exempt from Withholding

I claim exemption from withholding for 2006, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

☒ Exempt

5. You must select the “I Agree” checkbox.
6. Click “Continue”
7. Review the changes

● **Note:** CMEM Finance Division will accept W-4 without signature if submitted within Oracle HRSS

Employee W-4: Review

Employee Name **Cody Miller** Employee Number **27479**
 Organization Email Address cody.miller@memphistn.gov Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.

● Indicates Changed Items.

Tax Information

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
 Department of the Treasury Internal Revenue Service **2012**

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Type or print your first name and middle initial Cody, T		Last name Miller		2 Your social security number 645-83-6458	
Home address (number and street or rural route) 1393 Third Street				3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>	
City or town, state, and ZIP code Memphis State Univer, TN, 38109				4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5 0	
6 Additional amount, if any, you want withheld from each paycheck				6 \$0	
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. 					
If you meet both conditions, write "Exempt" here				7 Exempt	


Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature
(Form is not valid)

ESS6 - Payslip

6.1 – View Payslip

1. Click on CMEM Employee Self Service responsibility
2. Click on **Payslip**
3. Scroll down and view details(**Note: Ms. Miller has not been hired long enough to have received her first paycheck**)
4. Click on “**Home**” link to return to home page

**CMEM Employee Self Service**

Home Logout Preferences Help

Payslip

Employee Name **Cody Miller** Employee Number **27479**
Organization Email Address cody.miller@memphistn.gov Business Group **City of Memphis Tennessee**

[Printer Friendly \(PDF Format\)](#)
The latest pay slip will be available for printing 1 day before pay day.

There are no Payslips for the pay period you can view. Please contact the System Administrator or Payroll Manager.

Home | Logout | Preferences | Help

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Position **00921.EB934.Mgr Electric Oper.0520100**
Payroll **Biweekly Payroll**
Employee Address **123 Any Street
105
Germantown
TN
38138-1234**

Collective Agreement
Contract
Grade **M.235**
Employer Address **2425 Covington Pike
Memphis
TN
38128-6935**

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	14-Jul-2006	18-Jun-2006	01-Jul-2006	52.00	108160.00

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD	4160.00	332.80	1116.38	0.00	2710.82
Current	4160.00	332.80	1116.38	0.00	2710.82

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Pay	80.00	4160.00	80.00	4160.00

Rate Details

Pre-Tax Deductions

Description	Current	YTD
Pension	332.80	332.80

After-Tax Deductions

Description	Current	YTD
No data exists.		

Taxes

Description	Current	YTD
Medicare	60.32	60.32
Federal Tax	798.14	798.14
Social Security	257.92	257.92

Accruals

Description	Current	Balance
Sick	0.00	160.00
Birthday	0.00	8.00
Vacation	0.00	80.00
Bonus Day	0.00	16.00

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Single	1	0.00	0.00	0
Tennessee	No State Withholding Tax	0	0.00	0.00	0

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
603441	Any Bank	C	XXXXXXXX0235	1210.82
603441	Any Bank	S	XX3456	1500.00

Diagnostics | Home | Logout | Preferences

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ESS7 – Worklist Notifications


7.1 – View Notifications

Phone Numbers

Update

Home Phone 901-123-4567
Work 901-636-6416

1. Click on **CMEM Employee Self Service**
2. Click on **Personal Information**
3. Under the **Phone Numbers** section click “Update” button.






**CMEM Employee Self Service**

Home Logout Preferences Help


Phone Numbers: Enter and Maintain

Cancel Save For Later Next

Employee Name **Cody Miller** Employee Number **27479**
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	
Work	901-636-6416	
Work Fax	901-636-6482	
Mobile	901-636-6789	
Work Pager	901-123-9876	

Add Another Row

 **TIP** Please enter phone number in the format: 999-999-9999

Cancel Save For Later Next

Home | Logout | Preferences | Help

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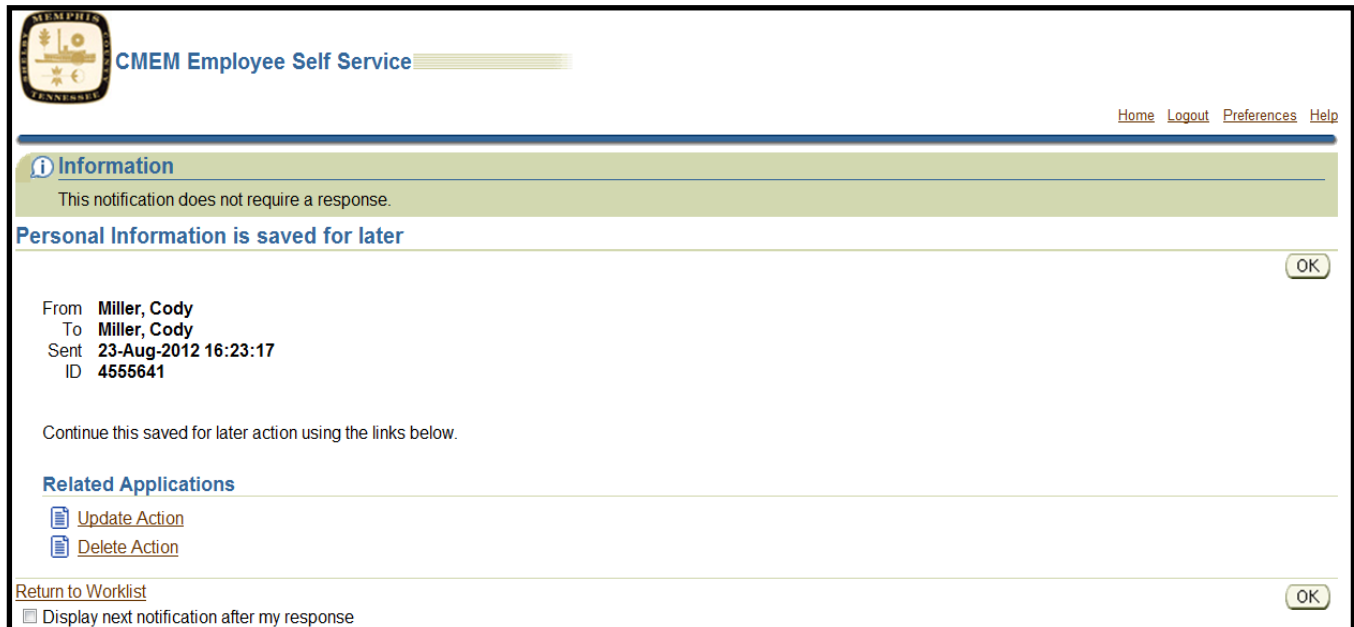
4. Click on “Add Another Row” button
5. Select a phone type from drop down list of values
6. Enter Number in text box
7. Click on “Save for Later” button.
8. Click on “OK” button

Confirmation

Your changes have been saved for later.

OK

9. Under work list Click on a Subject



The screenshot shows the CMEM Employee Self Service interface. At the top left is the Memphis Tennessee logo. The title bar reads "CMEM Employee Self Service". On the top right are links for Home, Logout, Preferences, and Help. Below this is an "Information" section with a message: "This notification does not require a response." A green banner states "Personal Information is saved for later" with an "OK" button. The notification details are: From: Miller, Cody; To: Miller, Cody; Sent: 23-Aug-2012 16:23:17; ID: 4555641. Below this is a message: "Continue this saved for later action using the links below." A "Related Applications" section contains links for "Update Action" and "Delete Action". At the bottom, there is a "Return to Worklist" link and a checkbox labeled "Display next notification after my response" with an "OK" button.

10. View notification

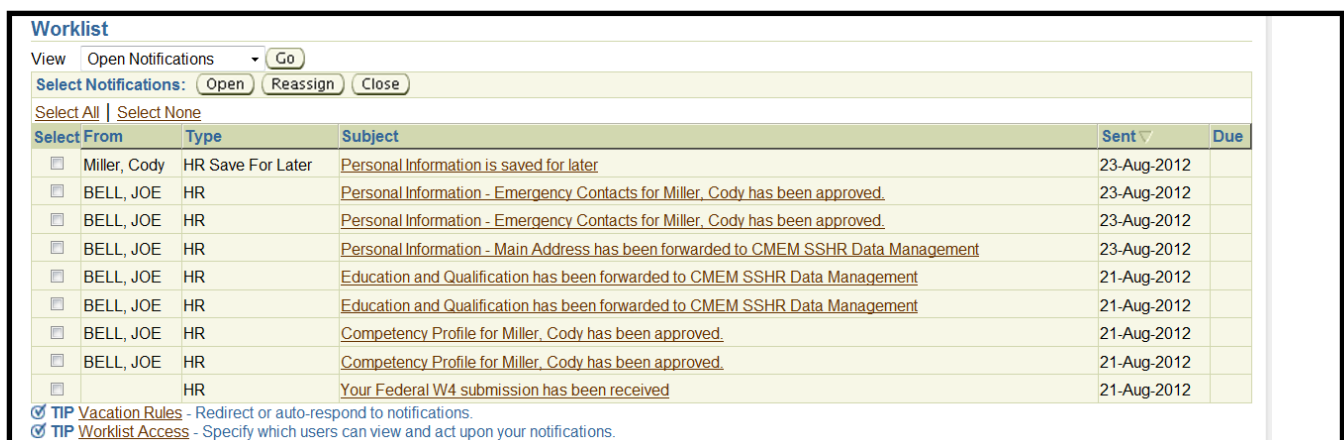
11. Click "OK"

7.2 – View/Apply Worklist Notification Actions

Use this procedure to complete Employee Self Service activities that have been started, but remain unfinished.

Many of the windows accessed through *Employee Self-Service* display a **"SAVE FOR LATER"** button. Use the button to freeze and store an in-process activity, and return to complete it later. In this example, adding a phone number was halted in mid-process, and the entry is now being resumed.

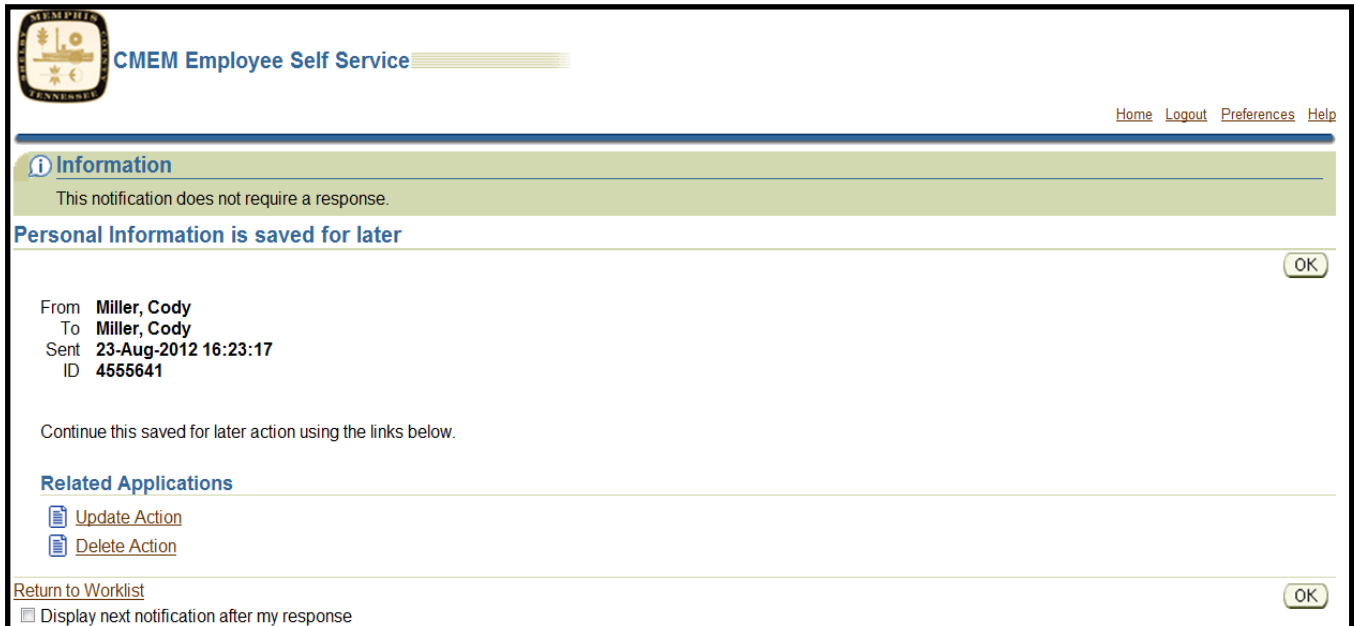
1. Click on **CMEM Employee Self Service**
2. Click on **View Workflow Notifications**



The screenshot shows the "Worklist" interface. At the top, there is a "View" dropdown menu set to "Open Notifications" and a "Go" button. Below this is a "Select Notifications:" section with "Open", "Reassign", and "Close" buttons. A "Select All | Select None" link is also present. The main table has columns: "Select From", "Type", "Subject", "Sent", and "Due". The table contains 10 rows of notifications. The first row is highlighted. At the bottom, there are two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> Miller, Cody	HR Save For Later	Personal Information is saved for later	23-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Personal Information - Emergency Contacts for Miller, Cody has been approved.	23-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Personal Information - Emergency Contacts for Miller, Cody has been approved.	23-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Personal Information - Main Address has been forwarded to CMEM SSHR Data Management	23-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Education and Qualification has been forwarded to CMEM SSHR Data Management	21-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Education and Qualification has been forwarded to CMEM SSHR Data Management	21-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Competency Profile for Miller, Cody has been approved.	21-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Competency Profile for Miller, Cody has been approved.	21-Aug-2012	
<input type="checkbox"/> BELL, JOE	HR	Your Federal W4 submission has been received	21-Aug-2012	

3. If more than one activity is listed as Actions Saved for Later, select the radio button to the left of your choice, and click the open button
4. Click on “Update Action” link



CMEM Employee Self Service

Home Logout Preferences Help

Information
This notification does not require a response.

Personal Information is saved for later OK

From **Miller, Cody**
To **Miller, Cody**
Sent **23-Aug-2012 16:23:17**
ID **4555641**

Continue this saved for later action using the links below.

Related Applications

[Update Action](#)
[Delete Action](#)

[Return to Worklist](#) OK

☐ Display next notification after my response

5. Review your proposed changes
6. Click the “Next” button



Phone Numbers: Enter and Maintain

Employee Name **Cody Miller** Employee Number **27479** Cancel Save For Later Next
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	
Pager	901-636-3456	
Work	901-636-6416	
Mobile	901-123-4567	
Work Fax	901-7896543	

[Add Another Row](#)

☒ **TIP** Please enter phone number in the format: 999-999-9999

Cancel Save For Later Next

7. Review your proposed changes
8. Click on “Submit” button
9. After submitting your changes you will received a confirmation notice **that your changes has been applied**



Personal Information: Review

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Cody Miller**
Business Group **City of Memphis Tennessee**

Employee Number **27479**

Review your changes and, if needed, attach supporting documents.

[Indicates Changed Items.](#)

Phone Numbers

	Current	Proposed
Home Phone	901-123-4567	901-123-4567
Work	901-636-6416	901-636-6416
Pager		901-636-3456 Indicates Changed Items.
Mobile		901-123-4567 Indicates Changed Items.
Work Fax		901-7896543 Indicates Changed Items.

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

10. Click on “Return to Overview” button to confirm changes.

11. Click on “Home” Link to return to Home Page



Confirmation

Your changes have been applied.

[Return to Overview](#)

ESS8 – Competence Profile

8.1 – View/Update Employee’s Competence Profile

1. Click on **CMEM Employee Self Service**
2. Click on **Competence Profile**
3. View Your Competence Profile
4. Click on “Add Competencies or New Levels Attained”

The screenshot shows the 'Competence Profile: Competency Profile' page in the CMEM Employee Self Service system. At the top, there is a header with the CMEM logo and navigation links: Home, Logout, Preferences, and Help. Below the header, the page title is 'Competence Profile: Competency Profile'. A navigation bar contains buttons: Cancel, Save For Later, Competency Profile History, and Review & Submit. The user information section displays: Employee Name: Cody Miller, Organization Email Address: cody.miller@memphistn.gov, Employee Number: 27479, and Business Group: City of Memphis Tennessee. A message states: 'Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.' There are three main sections: 1. 'Current Competencies' with an 'Add Competencies' button and a table showing 'No results found.' 2. 'Current Session Changes' with a table listing 'Accounting Systems' and 'Advertising' with their respective levels, statuses, and dates. 3. 'Competencies Pending Approval' with a table showing 'No results found.' At the bottom, there are navigation links: Home | Logout | Preferences | Help, and a Copyright notice: Copyright (c) 2006, Oracle. All rights reserved. A Privacy Statement link is also present.

CMEM Employee Self Service

Home Logout Preferences Help

Competence Profile: Competency Profile

Cancel Save For Later Competency Profile History Review & Submit

Employee Name **Cody Miller** Employee Number **27479**
Organization Email Address **cody.miller@memphistn.gov** Business Group **City of Memphis Tennessee**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

Current Competencies

Add Competencies

Name	Short Name	Level	Status	Start Date	End Date	Correct
No results found.						

Current Session Changes

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
Accounting Systems			10-Certificate	Achieved		01-Jul-2012			
Advertising			40-Associate Degree	Achieved		21-Aug-2012			

Competencies Pending Approval

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.							


Cancel Save For Later Competency Profile History Review & Submit

Home | Logout | Preferences | Help

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8.2 – Adding Competencies

1. After selecting the **Add Competencies** button
2. The next screen will be prompt you for the following methods of input:
 - a. Add Default Competencies Profile (has to be set-up at various levels, i.e., Division, Service Center or Position)
 - b. Search tab for Competencies
 - c. Activate the search icon (flashlight)
3. Each competencies profile should have the following entries:
 - a. Name of Competencies
 - b. Level (if applicable)
 - c. Status (auto-populate)
 - d. Start date
4. When completed adding all competencies click the **Apply** button


CMEM Employee Self Service

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Add Competencies

Employee Name **Cody Miller**
Organization Email Address cody.miller@memphistn.gov

Employee Number **27479**
Business Group **City of Memphis Tennessee**

Click Add Default Profile to include competencies defined for your job, position, organization, or business group. Click Details to correct competency information or record outcomes achieved for a unit standard competency.

[Add Default Profile](#)
[Search for Competencies](#)

Name	Short Name	Level	Status	Start Date	Details	Delete
				(example: 21-Aug-2012)		
				(example: 21-Aug-2012)		
				(example: 21-Aug-2012)		
				(example: 21-Aug-2012)		
				(example: 21-Aug-2012)		

[Add Another Row](#)


[Cancel](#)
[Apply](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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5. Review and submit updates

6. Note: Changes are located in the Current Session Changes


CMEM Employee Self Service

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Competence Profile: Competency Profile

Employee Name **Cody Miller**
Organization Email Address cody.miller@memphistn.gov

Employee Number **27479**
Business Group **City of Memphis Tennessee**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

[Cancel](#)
[Save For Later](#)
[Competency Profile History](#)
[Review & Submit](#)

Current Competencies

[Add Competencies](#)

Name	Short Name	Level	Status	Start Date	End Date	Correct
No results found.						

Current Session Changes

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
Accounting Systems			10-Certificate	Achieved		01-Jul-2012			
Advertising			40-Associate Degree	Achieved		21-Aug-2012			

Competencies Pending Approval

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.							

[Cancel](#)
[Save For Later](#)
[Competency Profile History](#)
[Review & Submit](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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8.3 – New Levels Attained

1. After selecting the “Competency Profile” button

2. Notice there is a “New Level Attained” tab; click on the new tab
3. Activate new level for previously established Competence(ies) – select flashlight icon to select new level
4. Input new desired level by selecting radio button

Note: Percent (%) sign is a wildcard which allow you to view categories of available selections


CMEM Employee Self Service

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Competence Profile: Competency Profile

Employee Name **Cody Miller** Employee Number **27479**
 Organization Email Address cody.miller@memphistn.gov Business Group **City of Memphis Tennessee**

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

Current Competencies

Name	Short Name	Level	Status	Start Date	End Date	Correct
Accounting		10-Certificate	Achieved	01-Jul-2012		
Advertising		10-Certificate	Achieved	21-Aug-2012		


Current Session Changes

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
No results found.									

Competencies Pending Approval

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.							

5. Upon completion (change level from 10 to 20)
6. Enter New Start Date which cannot be beyond current system date


CMEM Employee Self Service

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

New Competency Levels Attained

Employee Name **Cody Miller** Employee Number **27479**
 Organization Email Address cody.miller@memphistn.gov Business Group **City of Memphis Tennessee**

Name	Short Name	Current Level	New Level	Status	New Start Date	Details
Accounting		10	<input type="text"/>	Achieved	<input type="text"/> (example: 21-Aug-2012)	
Advertising		10	<input type="text"/>	Achieved	<input type="text"/> (example: 21-Aug-2012)	


CMEM Employee Self Service

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

New Competency Levels Attained

Employee Name **Cody Miller** Employee Number **27479**
 Organization Email Address cody.miller@memphistn.gov Business Group **City of Memphis Tennessee**

Name	Short Name	Current Level	New Level	Status	New Start Date	Details
Accounting		10	<input type="text"/> 20	Achieved	<input type="text"/> 22-Aug-2012 (example: 21-Aug-2012)	
Advertising		10	<input type="text"/>	Achieved	<input type="text"/> (example: 21-Aug-2012)	

7. Click “Apply”

8. The updates have been added to the **Current Session Changes**

9. Upon verification - Click **“Review & Submit”**

The screenshot shows the 'Competence Profile: Competency Profile' page. At the top, there's a header with the CMEM logo and navigation links: Home, Logout, Preferences, Help. Below the header, the page title is 'Competence Profile: Competency Profile'. There are buttons for 'Cancel', 'Save For Later', 'Competency Profile History', and 'Review & Submit'. The user information section displays: Employee Name: Cody Miller, Employee Number: 27479, Organization Email Address: cody.miller@memphistn.gov, and Business Group: City of Memphis Tennessee. A message states: 'Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.' The 'Current Competencies' section has tabs for 'Add Competencies' and 'New Levels Attained'. It contains a table with columns: Name, Short Name, Level, Status, Start Date, End Date, and Correct. The table has one row for 'Advertising' with level '10-Certificate', status 'Achieved', and start date '21-Aug-2012'. The 'Current Session Changes' section has a table with columns: Name, Short Name, Current Level, Proposed Level, Status, Current Start Date, Proposed Start Date, Proposed End Date, Correct, and Delete. It has one row for 'Accounting' with current level '10-Certificate', proposed level '20-Permit', status 'Achieved', and start dates '01-Jul-2012' and '21-Aug-2012'. The 'Competencies Pending Approval' section shows 'No results found.'

Name	Short Name	Level	Status	Start Date	End Date	Correct
Advertising		10-Certificate	Achieved	21-Aug-2012		

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
Accounting		10-Certificate	20-Permit	Achieved	01-Jul-2012	21-Aug-2012			

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
No results found.							

10. If satisfied with current updates click **“Submit”**

The screenshot shows the 'Competence Profile: Review' page. At the top, there's a header with the CMEM logo and navigation links: Home, Logout, Preferences, Help. Below the header, the page title is 'Competence Profile: Review'. There are buttons for 'Cancel', 'Printable Page', 'Save For Later', 'Back', and 'Submit'. The user information section displays: Employee Name: Cody Miller, Employee Number: 27479, Organization Email Address: cody.miller@memphistn.gov, and Business Group: City of Memphis Tennessee. A message states: 'Review your changes and, if needed, attach supporting documents. Indicates Changed Items.' The 'Competency Profile' section has a table with columns: Name, Short Name, Current Level, Proposed Level, Status, Current Start Date, Proposed Start Date, and Proposed End Date. It has one row for 'Accounting' with current level '10-Certificate', proposed level '20-Permit', status 'Achieved', and start dates '01-Jul-2012' and '21-Aug-2012'. The 'Additional Information' section has a section for 'Attachments' with the text: 'To help approvers understand the request, you can attach supporting documents, images, or links to this action.' There are buttons for 'None' and 'Add'. The 'Comments to Approver' section is empty.

Name	Short Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
Accounting		10-Certificate	20-Permit	Achieved	01-Jul-2012	21-Aug-2012	

11. Confirmation of change(s) has been submitted to supervisor for approval

The screenshot shows the 'Confirmation' page. At the top, there's a header with the CMEM logo and navigation links: Home, Logout, Preferences, Help. Below the header, the page title is 'Confirmation'. There is a message: 'Your changes have been submitted for approval.' At the bottom right, there is a 'Home' button.

12. To view additional competencies click the directional arrow to view next five (5) records

13. Repeat steps 3 thru 10 above until all desired competencies are updated

14. Click the **Apply** button when completed selecting desired competencies

Add CompetenciesNew Levels Attained

Previous1-10Next 10

Name	Level	Status	Start Date	End Date	Correct
Accounting Experience <i>1</i>	10-10 years	Achieved	25-Jul-2007		
Backup & Recovery <i>1</i>	3-3 years	Achieved	12-Oct-2006		
Business Requirements Definition <i>1</i>	-	Achieved	12-Oct-2006		
Decision Making <i>1</i>	-	Achieved	12-Oct-2006		
Employee Relations <i>1</i>	-	Achieved	12-Oct-2006		
HR Experience <i>1</i>	-	Achieved	12-Oct-2006		
Interviewing <i>1</i>	-	Achieved	12-Oct-2006		
Management Skills <i>1</i>	-	Achieved	12-Oct-2006		
Microsoft Access <i>1</i>	15-15 years	Achieved	12-Oct-2006		
Microsoft Excel <i>1</i>	15-15 years	Achieved	16-Nov-2011		

Add CompetenciesNew Levels Attained

Previous1-10Next 10

Current Session Changes

Personalize "Current Session Changes"

Personalize "Current Session Changes"

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date	Correct	Delete
Accounting Systems Experience <i>1</i>	5-5 years	6-6 years	Achieved	25-Jul-2007	10-Jul-2012			

Competencies Pending Approval

Personalize "Competencies Pending Approval"

Personalize "Competencies Pending Approval"

Name	Current Level	Proposed Level	Status	Current Start Date	Proposed Start Date	Proposed End Date
Oracle Self Service <i>1</i>		5-5 years	Achieved		29-Jun-2012	

Cancel

Save For Later

Competency Profile History

Review & Submit

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About this Page

Diagnostics

Home


Logout

Preferences

Personalize Page

Privacy Statement

ESS9 – Education and Qualifications

**CMEM Employee Self Service**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Education and Qualifications

Back

Employee Name **Cody Miller**
Organization Email Address cody.miller@memphistn.gov
Employee Number **27479**
Business Group **City of Memphis Tennessee**

Use these pages to view, update, or add information about educational qualifications. Use the Other Professional Qualification page to enter information about other types of qualification.


Qualifications

Information about educational qualifications is missing. Click Add Qualification to supply this information. Use the Other Professional Qualification page to enter information about other types of qualification.

Add Qualification

Type	Title	Start Date	End Date	Status	School	Update
No results found.						

Qualifications Pending Approval

Type	Title	Start Date	End Date	Status	School	View Details
Grounds Master	Master Grounder	01-Aug-2008	30-Jul-2012		Master GR University	

9.1 – View Education and Qualifications

1. Click on **CMEM Employee Self Service**
2. Click on **Education and Qualifications**
3. View educational background

9.2 – Add Education and Qualifications

1. Click on the **Add Qualification** button
2. Enter the required data in the applicable field(s)
 - a. Qualification
 - b. School
 - c. Qualification Information
 - d. Subjects
 - e. Training Information
 - f. Comment
3. Click **“Next”**

Add Qualification

Employee Name **Cody Miller** Employee Number **27479**
 Organization Email Address **cody.miller@memphistn.gov** Business Group **City of Memphis Tennessee**

Use this page to enter details for an additional qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.

* Indicates required field

Qualification

* Type Industrial Sweeper
 Title Master Sweeper
 Study Start Date 11-Jul-2011
 Actual Completion Date 01-Aug-2012
 Status
 Grade 3

School

Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.

* School Sweeper College Park
 Attendance Start Date 01-Jul-2011
 Attendance End Date 01-Aug-2012
☒ Full-Time

Qualification Information

Awarding/Examining Body Sweeper Master
 Award On 03-Aug-2012
 Group Ranking

4. Review the Education and Qualifications page, and click **“Submit”** when completed

5. **Note:** Alert to attach required supporting documents

Education and Qualifications: Review

Employee Name **Cody Miller** Employee Number **27479**
 Organization Email Address **cody.miller@memphistn.gov** Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

Qualification

Proposed	
Type	Industrial Sweeper
Title	Master Sweeper
Study Start Date	11-Jul-2011
Actual Completion Date	01-Aug-2012
Grade	3

School

Proposed	
School	Sweeper College Park
Attendance Start Date	01-Jul-2011
Attendance End Date	01-Aug-2012
Full-Time	Yes

Award Information

Proposed	
Awarding/Examining Body	Sweeper Master
Award On	03-Aug-2012

6. Confirmation of changes are pending for approval

7. Click the Home button to return to the functionality page

Confirmation

Your changes have been submitted for approval.

Home

CMEM Employee Self-Service

Summary

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

EXER1 – Employee HRSS Training Exercise

1.1 - Employees' Personal Information

- a. Update Employee Marital Status
- b. Update Home Phone Number, and add a Mobile, Fax and Work Numbers
- c. Update Main Address
- d. Add Emergency Contact
- e. View Payslip, and update W-4 to "exempt status"

1.2 - Competencies and Education Qualifications

- a. Add two (2) Employees' Competencies – Basic PC Skills & job related skillset
- b. Add Qualification – Bachelor or Master Degree, which every apply

Exercise Notes: